Argonne ◣
NATIONAL LABORATORY

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TO: Distribution

FROM: Efim Gluskin, ASD Division Director   E. G.

SUBJECT: **Responsibilities for RSS Devices and Components**

This memo is intended to clarify roles and responsibilities in ASD that relate to work on Radiation Safety System (RSS) devices and components. This information will be further expanded and formalized as part of an updated RSS Policy document that is currently under review by APS Management.

General

Any device or component that has an RSS function is designated an RSS device or component and shall be tagged and documented accordingly.

All RSS devices and components shall have an RSS Responsible Engineer that is assigned by ASD line management and is a member of the technical group that has responsibility and ownership for that device or component. Where such assignments do not exist today, it will be the responsibility of line management (Group Leader, ADD, DD) to put them in place.

Any work that is performed on an RSS device or component shall be the responsibility of the appropriate RSS Responsible Engineer and shall be performed in accordance with the APS RSS Policy. This requires that an approved CCWP (Critical Component Work Permit) is in place before the start of work. This CCWP is the primary mechanism through which we authorize work on RSS components as well as the method by which verification signatures are collected to close out work throughout the APS complex.

Role of the RSS Responsible Engineer for work on RSS devices and components

Responsibilities of the RSS Responsible Engineer as they relate to performing work are stated on the CCWP form, and are as follows:

In order to start work, the Responsible Engineer is required to approve/acknowledge that:
1)   Information (Specs, drawings, procedures, task, description, etc.) is adequate to safely complete the work.
2)   The requested work is consistent with an approved design.
3)   The Responsible Engineer concurs with the approval/validation checklist requirements.

The RSS Responsible Engineer is responsible for submitting and getting approval for any work on his/her assigned RSS devices & components through a CCWP. It is also the responsibility of the RSS Responsible Engineer to ensure that an adequate documentation package is assembled as part of the work preparation process. As a minimum this shall include relevant drawings, work procedures, and most importantly a written post-work validation procedure. Furthermore, the Responsible Engineer ensures that the work practice controls (i.e. procedures, checklists etc.), when executed properly, ensure that the device is ready when it is returned to service.

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Once an approved CCWP is in place, the RSS Responsible Engineer coordinates the work and helps ensure that the work and subsequent validations are done correctly and in accordance with the approved procedures.

Before closing out the work, the Responsible Engineer is required to verify that all prescribed validations are performed and that the device is ready to be returned to service.

Other Responsibilities

Each technical group (through the RSS Responsible Engineer) must create, comply with, and maintain any and all documentation necessary to comply with the RSS Policy for any RSS devices or components for which they are responsible.

Prior to the start of work involving a CCWP, the RSS Responsible Engineer and the designated second validator (if any) will both apply locks to disable any systems required to ensure safety in the absence of the RSS. The systems to be locked out will be explicitly spelled out in the CCWP. These locks will be removed only after validation of the work, resulting in closeout of the CCWP.

Role of the ASD Critical Component System Manager (CCSM)

Stan Pasky will remain as the CCSM (Critical Component System Manager) for the APS accelerator complex, but with a somewhat modified role, described as follows:

Accountability for complying with RSS policy and procedure remains with Line Management, beginning with the technical group leaders. The ASD CCSM will be the ASD expert on implementing RSS policy and procedure, providing advice and guidance to the technical groups, and helping to steward the process of developing all required procedures and other documentation for the RSS devices & components in ASD.

Periodically, the ASD CCSM will conduct audits for ASD division management to identify gaps in divisional compliance with RSS Policy and to help identify areas where processes can be improved.

Therefore, while the RSS Responsible Engineers have responsibility for making sure that the work is performed correctly for individual components/systems, the CCSM has a support role to the technical groups and responsibility to assist ASD Management in identifying problems.

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